

**Position No:** A52-725

**POSITION:** Heating Ventilation & Air-Conditioning (HVAC) Technician

**EMPLOYEE:** VACANT

### **13 BASIC FUNCTION OF POSITION**

The incumbent performs operation; maintenance and repair work on all mechanical building engineering services including BAS, HVAC systems, water supply system, sanitary and storm drainage systems, etc. under general supervision of the Facilities Engineer or guidance of the Facilities Management (FM). Responsible for daily operation of the mechanical systems, performs preventive maintenance tasks and troubleshooting for repairs on all equipment associated with building mechanical services. The incumbent provides coverage for emergency service on mechanical systems as required for 24 hours per day, seven days per week (24/7) operation.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

#### **% OF TIME**

40%

1. Performs periodic checks and inspections on all mechanical elements of all mechanical systems. Ensures that the systems are maintained in proper working conditions at all times. Executes preventive maintenance tasks per the maintenance plan and manufacturer recommendations. Ensures proper use of time, tools, materials, parts and provides data on all completed preventive maintenance tasks, spares, and consumables. Maintains positive control of all tools, materials and parts.

20%

2. The incumbent performs periodic checks and inspections on various other mechanical equipment and executes scheduled preventive maintenance tasks including but not limited to air-cooled chillers, chilled water pumps, air handling units, fan coil units, VAV units, water supply boosters, water treatment system, and drainage pumps.

20%

3. Based on instructions from the Facilities Engineer, executes assigned maintenance work orders. Performs hands-on repairs of mechanical equipment based on approved work orders. Performs mechanical repairs on various equipment and appliances in use.

15%

4. The incumbent performs regular checks for consumables, tools, spares and materials and reports status to the Facilities Engineer. Ensures maintenance of log books for operation of various mechanical systems. Miscellaneous tasks may include service and inspection of fire extinguishers, fabrication of sheet metal parts, assembly and installation of new equipment, and relocation of equipment.

5%

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5. Other assigned duties: Supports Post activities including relocations, emergency actions, escorting and monitoring contractors on site. Assists other shops as part of the maintenance team.

## **15. REQUIRED QUALIFICATIONS**

- a. Education:** Completion of high school required. Completion of vocational training from an accredited institute recognized as producing journeyman mechanic with specialization in Heating Ventilation and Air-conditioning systems required.
- b. Prior Work Experience:** Five years of progressively more responsible experience in operation and maintenance of large modern commercial buildings HVAC equipment, pumps, fans, filters and DDC controls required. Must have an understanding of procedures involved in refrigerant recover.
- c. Post Entry Training:** Minimal training is provided by the Mechanical Engineer and/or the Facilities Manager.
- d. Language Proficiency:** Level II (rudimentary) spoken/reading English is required. Level III (good working knowledge) spoken/reading Spanish is required.
- e. Knowledge:** Must have a good technical understanding of Mechanical systems required to include refrigeration and air conditioning systems. Computer literacy required.
- f. Skills and Abilities:** Must be able to use a variety of powered and non-powered hand tools of the electrical and mechanical trades and to read and understand mechanical layout drawings and electrical schematic diagrams. Driving license required.

## **16. POSITION ELEMENTS**

- a. Supervision Received:** Incumbent receives general supervision from the Facilities Engineer/Foreman and may also receive supervision from the FM as needed.
- b. Available Guidelines:** Maintenance Plan, DOS rules and regulations, manufacturers' literature, plans, and blue prints.
- c. Exercise of Judgment:** Makes routine judgment decisions when repairing and troubleshooting equipment.
- d. Authority to Make Commitments:** None.
- e. Nature, Level, and Purpose of Contacts:** Interacts with technicians, supervisors, and customers.
- f. Supervision exercised:** Supervises specialty subcontractor workers when delegated by the Facilities Engineer/Foreman.

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- g. Time Required to Perform Full Range of Duties After Entry in to Position:**  
One year.